

**DURHAM JOBLINK CAREER CENTER
WIA PROGRAM
PARTICIPANT TRAINING ACTIVITY RESPONSIBILITIES**

- Attendance sheets are due every four weeks. Please check to make sure all necessary information and signatures are included. **Failure to turn in all of your attendance sheets for the semester/quarter will prevent you from moving onto the next semester/quarter.**
- A copy of your class schedule is due after you enroll for a new semester. A copy of your grades is due at the end of each semester/quarter. Your grades will help determine whether we continue sponsorship. You must maintain a “C” average to continue to qualify for the program. **Failure to turn in grades at the end of the semester/quarter will prevent you from moving onto the next semester/quarter.**
- Students are not allowed to change curriculums or take additional courses through the program without prior WIA approval. **If you add a class without prior approval, WIA will not incur the cost of the class.** If you are having difficulties with a class or are considering dropping a class, please contact your case manager immediately. We will do all we can to accommodate your situation. **If you drop a course without prior approval, WIA will not incur the cost to repeat the course at a later time.**
- Unless stated otherwise, supplies are limited to a **maximum of \$30 per semester/quarter, including tax** (\$28.30 before tax). Special supplies, which are purchased outside of the school environment, must have prior approval. If your instructor specifically requires materials beyond textbooks, workbooks, etc. please bring a list of these items from the class syllabus as soon as possible. We **must** have this information to process your bill.
- Textbook costs are limited to those required by your instructor for the courses in which you are registered. You are responsible for obtaining your class syllabus and taking it to the campus bookstore. They will issue a cost estimate for the required books, which you will bring to your case manager. A payment voucher will be issued and is based on the amount of the estimate provided by the bookstore. **A voucher for textbooks will not be issued without a quote from the bookstore.**
- All students are required to apply for Federal Financial Aid, if applicable. Proof of this application must be presented **BEFORE** an ITA is issued. See Pell Grant Info and Process document.

I have read this statement and fully understand that any violations of the above rules are grounds for termination from the WIA program. I further understand that a copy of this statement bearing my signature will be placed in my permanent record.

Participant Signature

Date

Parent or Guardian Signature (if applicant is under 18 years of age)

Date

WIA Case Manager

Date